

# Capital Planning Committee

## Meeting Minutes

### November 19, 2015

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In attendance were:

Steve Andrew  
Charles Foscett  
Diane Johnson\* (Olivia Deacetis)  
Anthony Lionetta\*  
Eve Margolis  
Mike Morse  
Brian Rehrig  
Barbara Thornton  
Richard Viscay

\*Denotes those not in attendance

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- **Meeting Opened:** Charlie Foscett opened the meeting. Meeting minutes from last week's meeting were approved.
- **Meeting Schedule:** Eve Margolis to reach out to Steve Gilligan, Treasurer, to ask him to attend the next meeting to discuss the status of the receivables package and cost savings it is expected to bring.
- **Review of requests for repurposing unused funds:** Joe Connelly requested \$2,677 for a feasibility study before moving forward with an approved project to improve the backstop at Summer Street/Jim Robillard Field.
  - Rich Viscay questioned the process for requesting unused funds and would like those unused funds to be transferred to an account to be repurposed from there. Therefore, he could roll all of the leftover money into either a cash capital account or bond capital account instead of leaving money in each capital project account and appropriate money from there.
  - Charlie Foscett explained that in the past when project costs came in either lower or higher than expected they would then be applied to projects at the next Town Meeting. In the last 2 – 3 years the funds were sometimes used to expand a project or fund something new. A lot more of these requests to repurpose unused funds have come in over the last few years. Charlie Foscett suggested the committee adopt a policy to sweep extra money into cash or bond accounts for projects that would then: Either be approved by the committee and the Town Manager for specific projects on an exception basis, for which the guiding question would be does it fit within the scope of the project, or, again with the

permission of the Capital Planning Committee and Town Manager, used for emergency capital spending that cannot wait until the next Town Meeting. Otherwise the unused funds would be used to reduce future capital budgets to maintain them within the 5% budget limit, which has been the principle use in the past. Charlie Foskett asked Brian Rehrig and Rich Viscay to work together to draft a policy.

- The committee has not made a decision on Joe Connelly's request.

- **Review of Subcommittee Reports**

- Police Department Subcommittee Report given by Brian Rehrig– Prior balances of \$898 can be freed up. The cruiser replacement is \$131,000 and will increase to \$135,000 in FY2020. Body armor is \$15,000 annually; however some officers prefer not to wear it. There is no wearing policy for ranking officers and they are purchasing their own. The photocopier is \$6,000 annually and will increase to \$6,500 in FY2018 and onward. Brian Rehrig will check on why there is \$1,000 leftover money from last fiscal year. The RADAR units are \$4,500 annually with the replacement of 2 units per year. These units will eventually be phased out in favor of LIDAR units. The radio upgrade/replacement is \$14,000 annually. The question was asked whether or not these are encrypted and linked to the Regional Emergency Management System. Brian Rehrig will follow up on this. The automatic vehicle location system request is \$6,000 for FY2017. The request for license plate readers is \$25,000 for FY2017, allowing officers to capture images of license plates and compare them with Hot List records. Readers would be installed in all patrol cars. The department would like to push back the request for tablet personal computers for \$68,000 to FY2018. Traffic counters are requested for \$2,900 in FY2021. The committee does not think this qualifies as capital. The following requests remain unchanged: replace portable radios \$262,000 in FY2020 – this amount may change as we get closer; departmental weapons \$30,000 in FY2019. Requests to be withdrawn: security system, CS building \$3,500 per year; evidence processing equipment upgrade \$60,000 in FY2019.
  - CS building status – still about \$1.4M under current funding.
  - The committee has given the first round of approval for these requests.
- Veterans Memorial Rink Subcommittee Report given by Steve Andrew – The rink has gone through significant upgrades over the last several years. There is a request for locker room upgrades \$826,150. The users want better facilities. Joe Connelly will ask if they are willing to absorb higher rates to help pay for this work. The subcommittee recommends this for FY2018 if they can help get the other half paid for.
- Treasurer Department Subcommittee Report given by Steve Andrew – Security was updated in the Treasurer's office. Current request for photocopier lease

\$6,000 annually. The receivables package is currently in the plan for \$200,000 but we are not sure if that is the final amount. The committee is waiting on updates from Steve Gilligan which we hope to get at the next meeting. Mike Morse said we can implement sooner since Munis is on the state bid list.

- Rich Viscay gave an update of his meeting with Munis. He traveled to the Munis office with Diane Johnson and Steve Gilligan to discuss the upgrades needed. They received price proposals for upgrading (HR, payroll, etc.) and discussed the option to host the system offsite instead of within IT. The town currently uses about 30% of what the system is capable of. Some of this may be operating costs and Rich Viscay will look into this further.
  - The committee voted to approve the photocopier lease. Barbara Thornton voted against saying that this expense should be operational, not capital.
- Planning and Community Development Subcommittee Report given by Steve Andrew – Another question about repurposing unused funds. Laura Wiener is asking for the reallocation of money from the Master Plan to be used on a conceptual plan for Arlington Center and on a “Right Size Parking Study” to reduce the parking requirement for existing multi-family housing parking. The subcommittee recommended against this request for repurposed transfers. The committee debated whether or not this is in the scope of work already approved. The request for \$200,000 for a feasibility study of the Central School’s first 2 floors was discussed and Barbara Thornton does not support a study that only includes a portion of the building. Charlie Foscett suggested that Barbara Thornton and Steve Andrew write a memo to the ARB and copy the Town Manager that asks them to state their position on the use of the building, as Charlie Foscett notes it is not up to the Capital Planning Committee to decide, but rather the ARB and the Town Manager/Selectmen. The request for new Vision 2020 software is not supported by the Committee since it already has software, although old. The request for \$75,000 for a comprehensive zoning bylaw update/recodification. The committee does not think that this is a capital expense, as it is legislation. The committee is supporting the request for the repair/replacement of the Central School brownstone steps and railing. The approval of items is subject to change as the plan moves forward and is finalized.
- Health and Human Services Subcommittee Report given by Barbara Thornton – Discussed 3 main issues: the civic block, the Central School and Whittemore Robbins House, and the Carriage House and Cottage. How will the Central School and Whittemore Robbins House be used moving forward? The following requests were discussed – photocopier which Barbara Thornton does not believe should be capital. Charlie Foscett says this should be a discussion for next year. The next request, prover for sealer of weights and measures, is supported by the subcommittee. The request for a commercial kitchen upgrade for the

Whittemore Robbins House is not supported by the subcommittee. Will finish the discussion next meeting.

- Charlie Foscett asked everyone to review the debt schedule spreadsheet and unused capital balances for next week.
- **Meeting adjourned.** The next meeting will be extended to 8pm.